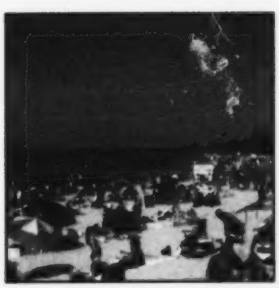
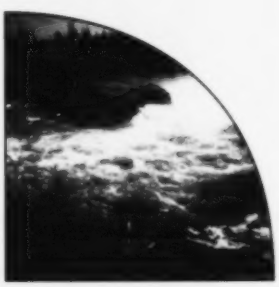
The Water Stewardship Fund

Project Proposal Guidelines





Manitoba

Water plays a critical role in our province. It supports a healthy environment and affects the economic and social well-being of all Manitobans. Manitoba Water Stewardship is committed to preserving our rivers, lakes and wetlands. The Manitoba government has developed the **Water Stewardship Fund** to provide financial assistance to develop, implement and promote projects that maintain or improve the stewardship of Manitoba's water resources.

Water Stewardship Fund (WSF) Objectives

- The fund supports and promotes research projects and activities that further the goals of *The Water Protection Act*.
- The fund encourages the development and implementation of watershed management plans, water conservation programs and water quality initiatives.
- The fund stimulates economic development and diversification that will improve the quality of life and the environment in Manitoba.

The following guidelines outline the information you will need to develop a complete project proposal. Please answer all questions and provide all information/materials requested in the guidelines. This is necessary to provide a fair assessment of your project proposal.

Please use the headlines provided below (ex: 1. Project Title 2. Information About Your Organization) to format your project proposal. If your proposal is incomplete, or does not adequately follow the guidelines, you may be asked to provide additional information to complete the project evaluation.

1 Project Title

2 Information About Your Organization

- Lead applicant organization, group, or corporation
- Name and title of authorized project contact and alternate project contact
- Contact information including phone, fax, e-mail and street address for each contact
- Name and contact information for project manager (if different than the lead applicant organization)
- Brief description of your organization (approx. one paragraph)
- Most recent annual report (if available)
- Organization and contact person responsible for financial management of the project (grant recipient/distributor)

3 Project Description/Executive Summary (Limit to one page)

- Brief project description and outline of objectives and activities. If you will be collaborating with other project partners, provide their names and briefly describe their role in your project.

4 WSF Priority Areas

Identify which of the following priority areas your project falls under, and briefly explain how it addresses these areas. You may choose as many as apply to your project.

- Watershed Management Planning and Implementation
- Water-Related Scientific Research
- Education and Capacity-Building
- Water Conservation
- Water Stewardship
- Economic Development

5 Background/Rationale

Include a short description of the background and rationale for your project. This section should address such items as:

- How will the project demonstrate measurable progress towards achieving one or more of the WSF's objectives? (See front of booklet.)
- Is there a demonstrated need for your project?
- How will this project benefit your community?
- How will this project contribute to the stewardship of Manitoba's water resources, including lakes, wetlands, waterways, riparian areas and aquatic habitat?
- If requesting funding to host a conference, seminar or workshop, explain how your event will produce improved, multi-sectoral co-operation and consultations that address water related issues.
- Include any other background information you feel is necessary.

6 Environmental Impact

- Please identify and explain any potential for an adverse impact on the environment as a result of your project.

7 Regulatory Approvals

- Are there any regulatory requirements for your project? If so, do you have (or are you in the process of getting) the necessary approvals from the appropriate authorities? (Please list them and, if possible, attach copies of approvals and/or compieted applications.)

8 Technical Consultation

- Are there any technical aspects to your project? If so, have you had any consultations with professional and/or technical people? (Please list the names and provide a brief note on the discussions.)

9 Project Details and Work Plan

Prepare a detailed description of the project and its activities, including:

A. Project Goals and Objectives

- Identify project goals (short and long-term)

B. Project Work Plan

Provide a work plan that lists and describes the activities that will be carried out during the course of the project. The work plan should include the following components:

a. Time frame of project

- Identify project start date and anticipated completion date.

b. Activities/Timelines

- How will the work be carried out? Identify activities/tasks planned to achieve goals and objectives? Include timelines set up to achieve these activities/tasks.
- Identify project deliverables that are Specific, Measurable, Achievable, Realistic and Time-bound (SMART objectives).

c. Resources

- What materials, supplies and equipment will you use?

d. Community involvement

- What individuals or groups will participate in the project, and in what way? To what extent will you be using community volunteers?

e. Project management and personnel

- Who is responsible for managing the project and the various activities under the project?
- Who is responsible for bookkeeping and the disbursement of funds?
- Who is your organization accountable to? What is the accountability process?

f. Target group(s)

- Who are the potential clients to be served by the project?

g. Communication, promotion, education and awareness

- How will you communicate information about your project ,and the results of your project, to your community? (Ex: news releases, public events, articles, etc.)

h. Sustainability

- How will your organization ensure the project's achievements are maintained after the project funding is finished?

i. Project location

- Where is your project located?
- Include the community, municipality, planning district and conservation district (if applicable).

10 Detailed Project Budget

- Provide an overall project budget using the table on the following page. On a separate page, provide a detailed breakdown of the expense category and the need for the funding request.

Expense Category	Partner Funding		Requested WSF Funding	Budget Total
	Cash	In-Kind		
Project Personnel Costs - *list wages and employee benefits for each employee*				
Management/Professional Fees - *list total costs for each of the following:*				
accounting				
audit				
legal				
technical				
contractor				
consultant				
other				
Materials/Supplies - *give a detailed list of all materials and supplies to be used and their total costs (a separate sheet may be attached to this one)*				
Equipment Rental - *list the types of equipment and their cost*				
Office Costs - *specify what the money will be used for*				
Transportation Costs				
Other - please identify and be specific				
TOTAL				

General Guidelines for Completing the Budget Table:

(See headings on previous page)

- Partner Funding (2nd heading above): List all sources of partner funding (specify if confirmed or potential) and to which project expenses the funds are being applied.
  - In-Kind Funding: List all sources of support for the project, including in-kind donations of time, equipment, materials, expertise, etc.
- Requested WSF Funding: List the amount of funding requested from WSF and to which project expense it will be applied.

11 Project Revenues

- List any anticipated revenue from the project (Ex: product sales, tax rebates, etc.).

12 Evaluation

- Provide a brief plan describing how you will evaluate your project's success, based on its objectives and the activities undertaken. Your evaluation plan should include what information you will collect, how the information will be gathered and who will carry out the evaluation.

  PLEASE NOTE: This information will be used later in your final report. Successful applicants will be provided with the reporting template.

13 Has your organization previously requested or received funding from the WSF or any other provincial government department or program in the past five years?

- If yes, list the program applied to, the date funding was requested, the amount of funding requested, and what the funding was for.

14 How did you hear about the Water Stewardship Fund?

Ex: word-of-mouth, newspaper, friend, colleague, others, etc.

15 Please provide any other supporting documents you feel would assist us in reviewing your project.

This may include additional maps, diagrams or letters of support.

Once completed, please submit your proposal by mail, e-mail or fax to the Water Stewardship Fund (contact information below).

For assistance with the proposal, or for questions about the Water Stewardship Fund, please contact us at:

The Water Stewardship Fund
Manitoba Water Stewardship
Planning and Coordination Branch
Box 11, 200 Saulteaux Crescent
Winnipeg, MB R3J 3W3

Phone: 204-945-5965
Toll Free: 1-800-214-6497
Fax: 204-945-7419
E-mail: wsf@gov.mb.ca

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